

Message

From: Ex. 6 Personal Privacy (PP)
Sent: 10/22/2019 7:38:34 PM
To: Grifo, Francesca [Grifo.Francesca@epa.gov]; Otto, Martha [Otto.Martha@epa.gov]; Cogliano, Vincent [cogliano.vincent@epa.gov]
CC: Christian, Megan [Christian.Megan@epa.gov]
Subject: RE: Factsheets for November Briefing of the Asst Administrator
Attachments: BEN_Factsheet2.docx; BEN_Policy_Factsheet.docx; BEN_Factsheet1.docx

Importance: High

Hi All,

Sorry to not respond more quickly, it took me a bit longer to do the formatting than I'd figured it would – attached are the factsheets Francesca sent in our factsheet template, as well as the Scientific Integrity Policy in the same template (this was what took a while). I hope everything looks alright – I will make sure that Marti sees these when she is back in the office.

Thanks!

Ex. 6 Personal Privacy (PP)

From: Grifo, Francesca <Grifo.Francesca@epa.gov>
Sent: Tuesday, October 22, 2019 11:11 AM
To: Ex. 6 Personal Privacy (PP); Otto, Martha <Otto.Martha@epa.gov>; Cogliano, Vincent <cogliano.vincent@epa.gov>
Cc: Christian, Megan <Christian.Megan@epa.gov>
Subject: Factsheets for November Briefing of the Asst Administrator

Hi all – I will be briefing the assistant administrator from California on November 7. In my meeting with Jennifer yesterday we agreed to send the following materials to Megan by COB Thursday –

1. A copy of the Policy
2. The attached 2 factsheets – one on the Policy and one on our work.

Ex. 6 Personal Privacy (PP) Can you please format the two factsheets so they look like our standard one – yellow banner on top and bottom and footers?? Can you please get the text of the Policy and also put it into that factsheet format? Again – first page with the yellow banners and footer and last page with the larger footer? The scanned version on line is so ugly.

When Blake is done – Marti and Vince – can you look all this over and pass it on to Megan for IOAA review?
Also – Marti is going to return to a very full inbox so can someone please bring this to her attention?

Thanks all!

Francesca